

**INSTRUCTIONS FOR COMPLETING THE
JUVENILE JUSTICE CRIME PREVENTION ACT (JJCPA)
COMPREHENSIVE MULTIAGENCY JUVENILE JUSTICE PLAN MODIFICATION
APPLICATION FOR APPROVAL**

SECTION 1 - COUNTY INFORMATION

- Enter date of application.
- Enter county name.
- Enter name of Chief Probation Officer/Chair of the Juvenile Justice Coordinating Council.
- Enter telephone and facsimile numbers, name of department, and address of Chief Probation Officer/Chair of the Juvenile Justice Coordinating Council.
- Enter name and title of designated Plan Coordinator.
- Enter telephone and facsimile numbers, name of department, and address of Plan Coordinator.

SECTION 2 - JUVENILE JUSTICE COORDINATING COUNCIL CHANGES

Identify the members of the Juvenile Justice Coordinating Council that have been added or deleted since submittal of the original CPA 2000 Application for Approval. If no changes have occurred please indicate under ***SECTION 2 - JUVENILE JUSTICE COORDINATING COUNCIL CHANGES*** “Does not Apply”.

SECTION 3 – PLAN MODIFICATION

Develop a narrative for your Comprehensive Multiagency Juvenile Justice Plan (CMJJP) modification that addresses the following:

I. MODIFICATION SUMMARY

Summarize the proposed modification(s), including a discussion of the key activities and events leading to the decision to modify the CMJJP (Not more than 3 pages, double-spaced, 12 point font.)

II. COMMUNITIES FACING RISK

If applicable, newly identified or re-prioritized neighborhoods, schools, and other areas in the community facing a significant risk from juvenile crime resulting in the need to modify the existing CMJJP should be discussed in this section (Not more than 3 pages, double-spaced, 12 point font).

III. NEW PROGRAM(S)

If the modified plan proposes a new program(s), complete the following information for each new program:

- Program name;
- Target population to be served, including age range, and numbers to be served;
- Identify program category among the following: prevention, intervention, suppression, or incapacitation;
- Detailed description of the program(s);
- Describe collaborations with other agencies, including a description of how information sharing will be coordinated;
- Describe the basis upon which the program(s) has been determined to be effective, citing the specific programs or approaches that have been demonstrated to be effective in reducing delinquency and addressing juvenile crime for any elements of response to juvenile crime and delinquency;
- Include time frame(s) for major program activities, including a schedule for implementation;
- Detail the goals of the program and how they are related to the outcome measures;
- Detail specific objectives and outcome measures to determine effectiveness of the local juvenile justice action strategy and the program. Outcome measures to determine the effectiveness of the proposed program **shall** at a minimum address each of the following mandated outcomes:
 - The rate of successful completion of probation;
 - The rate of successful completion of restitution and court-ordered community service responsibilities;
 - Arrest, incarceration, and probation violation rates of the program participants; and
 - The quantification of the annual per capita costs of the program (for programs using multiple funding sources, the entire program per capita cost and the JJCPA only per capita cost must be reported separately).

The existing JJCPA program(s) that will be deleted/amended to allow for the implementation of the proposed new program(s) should also be identified in this section.

IV. CURRENT PROGRAM(S) MODIFICATION

The program(s) name and a detailed description of modification(s) should be included here if a current program(s) in the county's approved CMJJP is proposed to be modified and the modification(s) results in a significant impact to the program(s) such as:

- A major change in the target population served by the program, including projected number of clients to be served.
- Program changes that are not supported by the existing demonstrated effectiveness evidence provided in the existing CMJJP.
- Changes in program outcome measures that impact reporting requirements.

Counties are encouraged to discuss proposed modifications with their assigned BOC Field Representative to determine if an Application for Approval is required.

V. BUDGET MODIFICATIONS

Modifications to individual program budgets, and between program budgets for multiple JJCPA program projects, are permissible. Budget changes must, however, be tracked so that expenditures and outcome measures can be accurately reported to the BOC on a yearly basis (August 15, 2001-03). Counties are encouraged to utilize county budget policies when making such modifications, maintain adequate support documentation, and are required to employ generally accepted accounting practices. *Note: The use of JJCPA funding is allowable for programs identified in this Application for Approval from the time the application is approved by the BOC until June 30, 2003.*

In the following budget section identify the current budget as shown in the approved plan, proposed budget, and identify whether the modification is to:

- add a new program to the plan, or;
- enhance a program in the plan, or;
- delete a program in the plan, or;
- reduce a program in the plan.

Submit separate budget pages for each program modified.

A. Program to be added/enhanced _____ **Program Name:** _____

B. Program to be deleted/reduced _____ **Program Name:** _____

Current Budget	State Funds	Interest	Non-CPA Funds
Salaries and Benefits	\$	\$	
Services and Supplies	\$	\$	
Professional Services	\$	\$	
Community-Based Organizations	\$	\$	
Fixed Assets/Equipment	\$	\$	
Administrative Overhead (Maximum = .5% of State Funds)	\$	\$	
Other:	\$	\$	
Fund Totals:	\$	\$	\$

Proposed Budget	State Funds	Interest	Non-CPA Funds
Salaries and Benefits	\$	\$	
Services and Supplies	\$	\$	
Professional Services	\$	\$	
Community-Based Organizations	\$	\$	
Fixed Assets/Equipment	\$	\$	
Administrative Overhead (Maximum = .5% of State Funds)	\$	\$	
Other:	\$	\$	
Fund Totals:	\$	\$	\$

Note: If a county desires to delete/reduce an existing program for the purpose of adding a new program(s) the budget information must be completed on the deleted/reduce program and also for the new program.

SECTION 4 - BOARD OF SUPERVISORS RESOLUTION

Attach a Board of Supervisors Resolution and in the case of a city and county, a letter from the mayor is also required, approving the Comprehensive Multiagency Juvenile Justice Plan Modification (see attached sample). The resolution shall contain, at a minimum, the following:

- Assurances that the Board of Supervisors and the Juvenile Justice Coordinating Council have reviewed and approved the county's Comprehensive Multiagency Juvenile Justice Plan Modification.
- Assurances that the County has adhered to the requirements of the Juvenile Justice Crime Prevention Act and of the Board of Corrections regarding the submission of the plan modification.
- Assurances that the plan modification has been developed and provided to the Board of Corrections in a format determined by the Board of Corrections not later than May 1, 2002.
- Authorization for Chief Probation Officer/Chair of the Juvenile Justice Coordinating Council to submit the plan modification application for approval to the Board of Corrections.
- Assurances that upon approval of the county's Comprehensive Multiagency Juvenile Justice Plan Modification, the County will adhere to the requirements of the Juvenile Justice Crime Prevention Act (JJCPA) regarding the expenditure of JJCPA funds and the submission of required Board of Corrections reports.

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